SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Professional Services - PS-2051-07/BHJ - Continuing Professional Lake

Management Services

DEPARTMENT: Administrative Services **DIVISION:** Purchasing and Contracts

AUTHORIZED BY: Frank Raymond CONTACT: Bill Johnson EXT: 7128

MOTION/RECOMMENDATION:

Approve the negotiated rates and award PS-2051-07/BHJ – Continuing Professional Lake Management Services with Environmental Research and Design, Inc. of Orlando, FL (Estimated Usage Not To Exceed \$499,000.00 per year).

County-wide Ray Hooper

BACKGROUND:

PS-2051-07/BHJ will provide professional services for the Seminole County Lake Management Program (SCLMP) related to lake management and water quality services.

On August 14, 2007, the Board approved the ranking and authorized staff to negotiate with Environmental Research and Design, Inc. of Orlando, Florida, the top ranked firm. The Award Agreement includes the negotiated rates as Exhibit C. The term of the Agreement provides a base period of five (5) years, and may be renewed for an additional three (3) successive periods not to exceed one (1) year each.

Authorization for the performance of services by the Consultant under this Agreement shall be in the form of written Work Orders issued, executed by the County, and signed by the Consultant. Staff estimates usage of services under this Agreement Not-To-Exceed \$499,000.00 per year. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis for the project.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the negotiated rates and award PS-2051-07/BHJ – Continuing Professional Lake Management Services with Environmental Research and Design, Inc. of Orlando, FL (Estimated Usage Not To Exceed \$499,000.00 per year).

ATTACHMENTS:

1. PS-2051-07/BHJ - Award Agreement to Environmental Research & Design, Inc.

Additionally Reviewed By:

County Attorney Review (Ann Colby)

CONTINUING PROFESSIONAL LAKE MANAGEMENT SERVICES AGREEMENT (PS-2051-07/BHJ)

THIS AGREEMENT is made and entered into this day or
, 20, by and between ENVIRONMENTAL RESEARCH (
DESIGN, INC., duly authorized to conduct business in the State of
Florida, whose address is 3419 Trentwood Boulevard, Suite 102, Orlando
Florida 32812, hereinafter called "CONSULTANT" and SEMINOLE COUNTY, a
political subdivision of the State of Florida, whose address is Seminole
County Services Building, 1101 East First Street, Sanford, Florida
32771, hereinafter called "COUNTY".

WITNESSETH:

WHEREAS, COUNTY desires to retain the services of a competent and qualified CONSULTANT to provide professional lake management services on a continuing basis in Seminole County; and

WHEREAS, COUNTY has requested and received expressions of interest for the retention of services of consultants; and

WHEREAS, CONSULTANT is competent and qualified to furnish professional lake management services on a continuing basis to COUNTY and desires to provide professional services according to the terms and conditions stated herein,

NOW, THEREFORE, in consideration of the mutual understandings and covenants set forth herein, COUNTY and CONSULTANT agree as follows:

SECTION 1. SERVICES. COUNTY does hereby retain CONSULTANT to furnish professional services and perform those tasks as further described in the Scope of Services attached hereto as Exhibit A and made a part hereof. Required services shall be specifically enumerated, described, and depicted in the Work Orders authorizing performance of the specific project, task, or study. This Agreement standing alone does not authorize the performance of any work or require COUNTY to place any orders for work.

SECTION 2. TERM. This Agreement shall take effect on the date of its execution by COUNTY and shall run for a period of five (5) year and, at the option of the parties, may be renewed for three (3) successive periods not to exceed one (1) year each. Expiration of the term of this Agreement shall have no effect upon Work Orders issued pursuant to this Agreement and prior to the expiration date. Obligations entered therein by both parties shall remain in effect until completion of the work authorized by the Work Order.

AUTHORIZATION FOR SERVICES. Authorization for per-SECTION 3. formance of professional services by CONSULTANT under this Agreement shall be in the form of written Work Orders issued and executed by COUNTY and signed by CONSULTANT. A sample Work Order is attached hereto Each Work Order shall describe the services required, as Exhibit B. state the dates for commencement and completion of work, and establish the amount and method of payment. The Work Orders will be issued under and shall incorporate the terms of this Agreement. COUNTY makes no covenant or promise as to the number of available projects or that CONSULTANT will perform any project for COUNTY during the life of this Agreement. COUNTY reserves the right to contract with other parties for the services contemplated by this Agreement when it is determined by COUNTY to be in the best interest of COUNTY to do so.

SECTION 4. TIME FOR COMPLETION. The services to be rendered by CONSULTANT shall be commenced as specified in such Work Orders as may be issued hereunder and shall be completed within the time specified therein. In the event COUNTY determines that significant benefits would accrue from expediting an otherwise established time schedule for completion of services under a given Work Order, that Work Order may include a negotiated schedule of incentives based on time savings.

SECTION 5. COMPENSATION. COUNTY agrees to compensate CONSULTANT for the professional services called for under this Agreement on either

a "Fixed Fee Basis" or on a "Time Basis Method". If a Work Order is issued under a Time Basis Method, then CONSULTANT shall be compensated in accordance with the rate schedule attached as Exhibit C. If a Work Order is issued for a Fixed Fee Basis, then the applicable Work Order Fixed Fee amount shall include any and all reimbursable expenses.

SECTION 6. REIMBURSABLE EXPENSES. If a Work Order is issued on a Time Basis Method, then reimbursable expenses are in addition to the hourly rates. Reimbursable expenses are subject to the applicable "Notto-Exceed" or "Limitation of Funds" amount set forth in the Work Order. Reimbursable expenses may include actual expenditures made by CONSULTANT, its employees, or its professional associates in the interest of the Project for the expenses listed in the following paragraphs:

- (a) Expenses of transportation, when traveling in connection with the Project based on Sections 112.061(7) and (8), Florida Statutes, or its successor; long distance calls and telegrams; and fees paid for securing approval of authorities having jurisdiction over the Project.
- (b) Expense of reproductions, postage, and handling of drawings and specifications.
- (c) If authorized in writing in advance by COUNTY, the cost of other expenditures made by CONSULTANT in the interest of the Project.

SECTION 7. PAYMENT AND BILLING.

- (a) If the Scope of Services required to be performed by a Work Order is clearly defined, the Work Order shall be issued on a Fixed Fee Basis. CONSULTANT shall perform all work required by the Work Order, but in no event shall CONSULTANT be paid more than the negotiated Fixed Fee amount stated therein.
- (b) If the Scope of Services is not clearly defined, the Work Order may be issued on a Time Basis Method and contain a Not-to Exceed amount. If a Not-to-Exceed amount is provided, CONSULTANT shall perform

all work required by the Work Order, but in no event shall CONSULTANT be paid more than the Not-to-Exceed amount specified in the applicable Work Order.

- (c) If the Scope of Services is not clearly defined, the Work Order may be issued on a Time Basis Method and contain a Limitation of Funds amount. CONSULTANT is not authorized to exceed that amount without the prior written approval of COUNTY. Said approval, if given by COUNTY, shall indicate a new Limitation of Funds amount. CONSULTANT shall advise COUNTY whenever CONSULTANT has incurred expenses on any Work Order that equals or exceeds eighty percent (80%) of the Limitation of Funds amount.
- (d) For Work Orders issued on a Fixed Fee Basis, CONSULTANT may invoice the amount due based on the percentage of total Work Order services actually performed and completed, but in no event shall the invoice amount exceed a percentage of the Fixed Fee amount equal to a percentage of the total services actually completed. COUNTY shall pay CONSULTANT ninety percent (90%) of the approved amount on Work Orders issued on a Fixed Fee Basis.
- (e) For Work Orders issued on a Time Basis Method with a Not-to-Exceed amount, CONSULTANT may invoice the amount due for actual work hours performed, but in no event shall the invoice amount exceed a percentage of the Not-to-Exceed amount equal to a percentage of the total services actually completed. COUNTY shall pay CONSULTANT ninety percent (90%) of the approved amount on Work Orders issued on a Time Basis Method with a Not-to-Exceed amount.
- (f) Each Work Order issued on a Fixed Fee Basis or Time Basis Method with a Not-to-Exceed amount shall be treated separately for retainage purposes. If COUNTY determines that work is substantially complete and the amount retained is considered to be in excess, COUNTY may, at its sole and absolute discretion, release the retainage or any

portion thereof.

(g) For Work Orders issued on a Time Basis Method with a Limitation of Funds amount, CONSULTANT may invoice the amount due for services actually performed and completed. COUNTY shall pay CONSULTANT one hundred percent (100%) of the approved amount on Work Orders issued on a Time Basis Method with a Limitation of Funds amount.

(h) Payments shall be made by COUNTY to CONSULTANT when requested as work progresses for services furnished, but not more than once monthly. Each Work Order shall be invoiced separately. At the close of each calendar month, CONSULTANT shall render to COUNTY a properly dated itemized invoice describing any services rendered, the cost of the services, the name and address of CONSULTANT, Work Order Number, Contract Number, and all other information required by this Agreement.

The original invoice and one (1) copy shall be sent to:

Director of County Finance Seminole County Board of County Commissioners Post Office Box 8080 Sanford, Florida 32772

Two (2) copies of the invoice shall be sent to:

Public Works 520 W. Lake Mary Blvd., #200 Sanford, FL 32773

(i) Payment shall be made after review and approval by COUNTY within thirty (30) days of receipt of a proper invoice from CONSULTANT.

SECTION 8. GENERAL TERMS OF PAYMENT AND BILLING.

- (a) Upon satisfactory completion of work required hereunder and upon acceptance of the work by COUNTY, CONSULTANT may invoice COUNTY for the full amount of compensation provided for under the terms of this Agreement including any retainage and less any amount already paid by COUNTY. COUNTY shall pay CONSULTANT within thirty (30) days of receipt of proper invoice.
 - (b) COUNTY may perform or have performed an audit of the records

of CONSULTANT after final payment to support final payment hereunder. This audit would be performed at a time mutually agreeable to CONSULTANT and COUNTY subsequent to the close of the final fiscal period in which the last work is performed. Total compensation to CONSULTANT may be determined subsequent to an audit as provided for in subsections (b) and (c) of this Section, and the total compensation so determined shall be used to calculate final payment to CONSULTANT. Conduct of this audit shall not delay final payment as provided by subsection (a) of this Section.

- (c) In addition to the above, if federal funds are used for any work under the Agreement, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of CONSULTANT which are directly pertinent to work performed under this Agreement for purposes of making audit, examination, excerpts, and transcriptions.
- (d) CONSULTANT agrees to maintain all books, documents, papers, accounting records, and other evidence pertaining to work performed under this Agreement in such a manner as will readily conform to the terms of this Agreement and to make such materials available at CONSULT-ANT's office at all reasonable times during the Agreement period and for five (5) years from the date of final payment under the contract for audit or inspection as provided for in subsections (b) and (c) of this Section.
- (e) In the event any audit or inspection conducted after final payment, but within the period provided in paragraph (d) of this Section, reveals any overpayment by COUNTY under the terms of the Agreement, CONSULTANT shall refund such overpayment to COUNTY within thirty (30) days of notice by COUNTY.

SECTION 9. RESPONSIBILITIES OF CONSULTANT.

- (a) CONSULTANT shall be responsible for the professional quality, technical accuracy, competence, methodology, accuracy, and the coordination of all of the following which are listed for illustration purposes and not as a limitation: documents, analysis, reports, data, plans, plats, maps, surveys, specifications, and any and all other services of whatever type or nature furnished by CONSULTANT under this Agreement. CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in his plans, analysis, data, reports, designs, drawings, specifications, and any and all other services of whatever type or nature.
- (b) Neither COUNTY's review, approval, or acceptance of, nor payment for, any of the services required shall be construed to operate as a waiver of any rights under this Agreement nor of any cause of action arising out of the performance of this Agreement; and CONSULTANT shall be and always remain liable to COUNTY in accordance with applicable law for any and all damages to COUNTY caused by CONSULTANT's negligent or wrongful performance of any of the services furnished under this Agreement.

SECTION 10. OWNERSHIP OF DOCUMENTS. All deliverable analysis, reference data, survey data, plans, and reports or any other form of written instrument or document that may result from CONSULTANT's services or have been created during the course of CONSULTANT's performance under this Agreement shall become the property of COUNTY after final payment is made to CONSULTANT.

SECTION 11. TERMINATION.

(a) COUNTY may, by written notice to CONSULTANT, terminate this Agreement or any Work Order issued hereunder, in whole or in part, at any time, either for COUNTY's convenience or because of the failure of CONSULTANT to fulfill its Agreement obligations. Upon receipt of such

notice, CONSULTANT shall:

- (1) immediately discontinue all services affected unless the notice directs otherwise; and
- (2) deliver to COUNTY all data, drawings, specifications, reports, estimates, summaries, and any and all such other information and materials of whatever type or nature as may have been accumulated by CONSULTANT in performing this Agreement, whether completed or in process.
- (b) If the termination is for the convenience of COUNTY, CONSULTANT shall be paid compensation for services performed to the date of termination. If this Agreement calls for the payment based on a Fixed Fee amount, CONSULTANT shall be paid no more than a percentage of the Fixed Fee amount equivalent to the percentage of the completion of work, as determined solely and conclusively by COUNTY, contemplated by this Agreement.
- dué to the failure of CONSULTANT to If the termination is fulfill its Agreement obligations, COUNTY may take over the work and prosecute the same to completion by other Agreements or otherwise. In such case, CONSULTANT shall be liable to COUNTY for all reasonable additional costs occasioned to COUNTY thereby. CONSULTANT shall not be liable for such additional costs if the failure to perform the Agreement arises without any fault or negligence of CONSULTANT; provided, however, that CONSULTANT shall be responsible and liable for the actions of its subcontractors, agents, employees, and persons and entities of a similar type or nature. Such causes may include acts of God or of the public enemy, acts of COUNTY in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond the control and without any fault or negligence of CONSULTANT.

- (d) If after notice of termination for failure to fulfill its Agreement obligations it is determined that CONSULTANT had not so failed, the termination shall be conclusively deemed to have been effected for the convenience of COUNTY. In such event, adjustment in the Agreement price shall be made as provided in subsection (b) of this Section.
- (e) The rights and remedies of COUNTY provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under this Agreement.

SECTION 12. AGREEMENT AND WORK ORDER IN CONFLICT. Whenever the terms of this Agreement conflict with any Work Order issued pursuant to it, the Agreement shall prevail.

SECTION 13. EQUAL OPPORTUNITY EMPLOYMENT. CONSULTANT agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, disability, or national origin and will take steps to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, disability, or national origin. This provision shall include, but not be limited to, the following: employment; upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

SECTION 14. NO CONTINGENT FEES. CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, COUNTY

shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

SECTION 15. CONFLICT OF INTEREST.

- (a) CONSULTANT agrees that it will not contract for or accept employment for the performance of any work or service with any individual, business, corporation, or government unit that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with COUNTY.
- (b) CONSULTANT agrees that it will neither take any action nor engage in any conduct that would cause any COUNTY employee to violate the provisions of Chapter 112, Florida Statutes, relating to ethics in government.
- (c) In the event that CONSULTANT causes or in any way promotes or encourages a COUNTY officer, employee, or agent to violate Chapter 112, Florida Statutes, COUNTY shall have the right to terminate this Agreement.
- SECTION 16. ASSIGNMENT. This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by the parties hereto without prior written consent of the other party and in such cases only by a document of equal dignity herewith.
- SECTION 17. SUBCONTRACTORS. In the event that CONSULTANT, during the course of the work under this Agreement, requires the services of any subcontractors or other professional associates in connection with services covered by this Agreement, CONSULTANT must first secure the prior express written approval of COUNTY. If subcontractors or other professional associates are required in connection with the services covered by this Agreement, CONSULTANT shall remain fully responsible for

the services of subcontractors or other professional associates.

SECTION 18. INDEMNIFICATION OF COUNTY. CONSULTANT agrees to hold harmless, replace, and indemnify COUNTY, its commissioners, officers, employees, and agents against any and all claim, losses, damages or lawsuits for damages, arising from the negligent, reckless, or intentionally wrongful provision of services hereunder by CONSULTANT, whether caused by CONSULTANT or otherwise.

SECTION 19. INSURANCE.

- (a) GENERAL. CONSULTANT shall at its own cost procure the insurance required under this Section.
- CONSULTANT shall furnish COUNTY with a Certificate of (1)Insurance signed by an authorized representative of the insurer evidencing the insurance required by this Section (Professional Liability, Workers' Compensation/Employer's Liability and Commercial General COUNTY, its officials, officers, and employees shall be Liability). named additional insured under the commercial General Liability policy. The Certificate of Insurance shall provide that COUNTY shall be given not less than thirty (30) days written notice prior to the cancellation or restriction of coverage. Until such time as the insurance is no longer required to be maintained by CONSULTANT, CONSULTANT shall provide COUNTY with a renewal or replacement Certificate of Insurance not less than thirty (30) days before expiration or replacement of the insurance for which a previous certificate has been provided.
- (2) The Certificate shall contain a statement that it is being provided in accordance with the Agreement and that the insurance is in full compliance with the requirements of the Agreement. In lieu of the statement on the Certificate, CONSULTANT shall (at the option of COUNTY) submit a sworn notarized statement from an authorized representative of the insurer that the Certificate is being provided in accordance with the Agreement and that the insurance is in full compliance

with the requirements of the Agreement. The Certificate shall have this Agreement number clearly marked on its face.

- (3) In addition to providing the Certificate of Insurance, if required by COUNTY, CONSULTANT shall, within thirty (30) days after receipt of the request, provide COUNTY with a certified copy of each of the policies of insurance providing the coverage required by this Section.
- (4) Neither approval by COUNTY nor failure to disapprove the insurance furnished by a CONSULTANT shall relieve CONSULTANT of its full responsibility for performance of any obligation including CONSULTANT's indemnification of COUNTY under this Agreement.
- (b) <u>INSURANCE COMPANY REQUIREMENTS</u>. Insurance companies providing the insurance under this Agreement must meet the following requirements:
- (1) Companies issuing policies (other than Workers' Compensation) must be authorized to conduct business in the State of Florida and prove same by maintaining Certificates of Authority issued to the companies by the Department of Insurance of the State of Florida. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by Section 440.57, Florida Statutes.
- (2) In addition, such companies other than those authorized by Section 440.57, Florida Statutes, shall have and maintain a Best's Rating of "A" or better and a Financial Size Category of "VII" or better according to A.M. Best Company.
- (3) If during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company shall: (i) lose its Certificate of Authority; (ii) no longer comply with Section 440.57, Florida Statutes; or (iii) fail to maintain the requisite Best's Rating and Financial Size Category, CONSULTANT shall, as soon as CONSULTANT has knowledge of any such

circumstance, immediately notify COUNTY and immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as CONSULTANT has replaced the unacceptable insurer with an insurer acceptable to COUNTY, CONSULTANT shall be deemed to be in default of this Agreement.

(c) SPECIFICATIONS. Without limiting any of the other obligations or liability of CONSULTANT, CONSULTANT shall, at its sole expense, procure, maintain, and keep in force amounts and types of insurance conforming to the minimum requirements set forth in this subsection. Except as otherwise specified in the Agreement, the insurance shall become effective prior to the commencement of work by CONSULTANT and shall be maintained in force until the Agreement completion date. The amounts and types of insurance shall conform to the following minimum requirements.

(1) Workers' Compensation/Employer's Liability.

- (A) CONSULTANT's insurance shall cover CONSULTANT for liability which would be covered by the latest edition of the standard Workers' Compensation Policy as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. CONSULTANT will also be responsible for procuring proper proof of coverage from its subcontractors of every tier for liability which is a result of a Workers' Compensation injury to the subcontractor's employees. The minimum required limits to be provided by both CONSULTANT and its subcontractors are outlined in subsection (c) below. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the United States Longshoremen and Harbor Workers' Compensation Act, Federal Employers' Liability Act, and any other applicable federal or state law.
 - (B) Subject to the restrictions of coverage found in

the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act, the United States Longshoremen's and Harbor Workers' Compensation Act, or any other coverage customarily insured under Part One of the standard Workers' Compensation Policy.

(C) The minimum amount of coverage under Part Two of the standard Workers' Compensation Policy shall be:

\$ 500,000.00	(Each Accident)
\$1,000,000.00	(Disease-Policy Limit)
\$ 500,000.00	(Disease-Each Employee)

- (2) Commercial General Liability.
- (A) CONSULTANT's insurance shall cover CONSULTANT for those sources of liability which would be covered by the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida by the Insurance Services Office, without the attachment of restrictive endorsements other than the elimination of Coverage C, Medical Payment, and the elimination of coverage for Fire Damage Legal Liability.
- (B) The minimum limits to be maintained by CONSULTANT (inclusive of any amounts provided by an Umbrella or Excess policy) shall be as follows:

LIMITS

General	Aggregate	Т	Three	(3)	Times	the
		E	Each-Occurrence			Limit

Personal & Advertising \$1,000,000.00
Injury Limit

Each Occurrence Limit \$1,000,000.00

- (3) <u>Professional Liability Insurance</u>. CONSULTANT shall carry professional liability insurance with limits of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00).
- (d) <u>COVERAGE</u>. The insurance provided by CONSULTANT pursuant to this Agreement shall apply on a primary basis, and any other insurance

or self-insurance maintained by COUNTY or COUNTY's officials, officers, or employees shall be in excess of and not contributing to the insurance provided by or on behalf of CONSULTANT.

- (e) OCCURRENCE BASIS. The Workers' Compensation Policy and the Commercial General Liability required by this Agreement shall be provided on an occurrence rather than a claims-made basis. The Professional Liability insurance policy must be on an occurrence basis or claims-made basis. If a claims-made basis, the coverage must respond to all claims reported within three (3) years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.
- (f) OBLIGATIONS. Compliance with the foregoing insurance requirements shall not relieve CONSULTANT, its employees, or its agents of liability from any obligation under a Section or any other portions of this Agreement.

SECTION 20. ALTERNATIVE DISPUTE RESOLUTION.

- (a) In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties agree to exhaust COUNTY protest procedures prior to filing suit or otherwise pursuing legal remedies. COUNTY procedures for proper invoice and payment disputes are set forth in Section 22.15, "Prompt Payment Procedures," Seminole County Administrative Code.
- (b) CONSULTANT agrees that it will file no suit or otherwise pursue legal remedies based on facts or evidentiary materials that were not presented for consideration in COUNTY protest procedures set forth in subsection (a) above of which CONSULTANT had knowledge and failed to present during COUNTY protest procedures.
- (c) In the event that COUNTY protest procedures are exhausted and a suit is filed or legal remedies are otherwise pursued, the parties shall exercise best efforts to resolve disputes through voluntary

mediation. Mediator selection and the procedures to be employed in voluntary mediation shall be mutually acceptable to the parties. Costs of voluntary mediation shall be shared equally among the parties participating in the mediation.

SECTION 21. REPRESENTATIVES OF COUNTY AND CONSULTANT.

- (a) It is recognized that questions in the day-to-day conduct of performance pursuant to this Agreement will arise. COUNTY, upon request by CONSULTANT, shall designate in writing and shall advise CONSULTANT in writing of one (1) or more of its employees to whom all communications pertaining to the day-to-day conduct of this Agreement shall be addressed. The designated representative shall have the authority to transmit instructions, receive information, and interpret and define COUNTY's policy and decisions pertinent to the work covered by this Agreement.
- (b) CONSULTANT shall at all times during the normal work week designate or appoint one or more representatives of CONSULTANT who are authorized to act on behalf of and bind CONSULTANT regarding all matters involving the conduct of the performance pursuant to this Agreement and shall keep COUNTY continually and effectively advised of such designation.

SECTION 22. ALL PRIOR AGREEMENTS SUPERSEDED. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained or referred to in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

SECTION 23. MODIFICATIONS, AMENDMENTS OR ALTERATIONS. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

SECTION 24. INDEPENDENT CONTRACTOR. It is agreed that nothing herein contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the parties or as constituting CONSULTANT (including its officers, employees, and agents) an agent, representative, or employee of COUNTY for any purpose, or in any manner, whatsoever. CONSULTANT is to be and shall remain forever an independent contractor with respect to all services performed under this Agreement.

SECTION 25. EMPLOYEE STATUS. Persons employed by CONSULTANT in the performance of services and functions pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service, or other employee rights or privileges granted to COUNTY's officers and employees either by operation of law or by COUNTY.

SECTION 26. SERVICES NOT PROVIDED FOR. No claim for services furnished by CONSULTANT not specifically provided for herein shall be honored by COUNTY.

SECTION 27. PUBLIC RECORDS LAW. CONSULTANT acknowledges COUNTY's obligations under Article I, Section 24, Florida Constitution, and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONSULTANT acknowledges that COUNTY is required to comply with Article I, Section 24, Florida Constitution, and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.

SECTION 28. COMPLIANCE WITH LAWS AND REGULATIONS. In providing all services pursuant to this Agreement, CONSULTANT shall abide by all statutes, ordinances, rules, and regulations pertaining to or regulating the provisions of such services, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations shall constitute a material breach of this Agreement and shall entitle COUNTY to terminate this Agreement immediately upon delivery of written notice of termination to CONSULTANT.

SECTION 29. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For COUNTY:

Public Works 520 W. Lake Mary Blvd., #200 Sanford, FL 32773

FOR CONSULTANT:

Environmental Research & Design, Inc. 3419 Trentwood Blvd., Ste. 102 Orlando, FL 32812

SECTION 30. RIGHTS AT LAW RETAINED. The rights and remedies of COUNTY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

(End of Agreement - Signature Page Follows)

IN WITNESS WHEREOF, the part	es hereto ha	ave made and	a executed this
Agreement on the date below writte	for execut:	ion by COUNT	TY.
ATTEST: INC.	ENVIRON	MENTAL RESE	ARCH & DESIGN,
	To a constant		
WENDY W. HARPER, Secretary	HARVEY I	H. HARPER, J	III, President
(CORPORATE SEAL)	ate:		
ATTEST:		F COUNTY COI E COUNTY, FI	
	By:	HENLEY, Cha	***************************************
MARYANNE MORSE Clerk to the Board of County Commissioners of Seminole County, Florida.	CARLTON ate:		
For use and reliance of Seminole County only.	the Boa		execution by y Commissioners , 20
Approved as to form and legal sufficiency.	regular	meeting.	
County Attorney			
Attachments: Exhibit "A" - Scope of Services Exhibit "B" - Sample Work Order Exhibit "C" - Rate Schedule			

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SEMINOLE COUNTY CO. PROFESSIONAL LAKE MANAGEM SERVICES

EXHIBIT A: SCOPE OF SERVICES

Introduction

This Scope of Services outlines potential work efforts to be performed by consultants for the Seminole County Lake Management Program (SCLMP) related to lake management and water quality services. Details of potential projects and services are outlined below.

Potential Work Efforts

- 1. Development of Hydrologic and Nutrient Budgets: As directed by SCLMP, consultants will perform all engineering, field, and laboratory services necessary to develop nutrient and hydrologic budgets for selected lakes. Evaluation of hydrologic inputs and losses may be performed for direct precipitation, stormwater runoff, shallow groundwater seepage, deep groundwater recharge, flow between interconnected lakes, evaporation, and any other potential inputs or losses which may affect the evaluated lake. These hydrologic inputs and losses may be evaluated directly using field measurements and studies or may be estimated based upon accepted modeling or other types of evaluation techniques. Evaluation of nutrient/pollutant budgets may include inputs and losses from bulk precipitation, groundwater seepage, deep groundwater, runoff inputs, internal recycling, flow between interconnected lakes, and any other significant nutrient/pollutant inputs or losses. The inputs and losses may be evaluated based upon field measurements or using professionally accepted evaluation techniques.
- 2. **BMP Evaluations:** Consultants may perform field or desktop evaluations of the performance efficiency of selected BMPs. These evaluations may include a review of the engineering details of the BMP to be evaluated; set-up and maintenance of stormwater collection and hydrologic monitoring equipment; installation and monitoring of shallow groundwater wells; collection and analysis of water, sediment, or soil samples; data evaluation; literature reviews; evaluation of new products, and other types of information necessary to assist in establishing the performance efficiency of the selected BMP.
- 3. <u>Nutrient Analysis</u>: Consultants may perform evaluations of nutrient loadings from identified sources, including collection of precipitation, groundwater, surface water, stormwater, baseflow, sediment, or soil samples, and associated laboratory analyses to achieve the study objectives.
- 4. Estimation of Loadings: Consultants may perform both field and desktop studies to estimate nutrient and pollutant loadings generated by identified land use types or areas. Field evaluations may be performed which would include set-up and monitoring of collection equipment, collection of hydrologic data, and laboratory analyses for selected parameters. Desktop studies may also be performed to estimate loadings using

professionally acceptable modeling and evaluation techniques.

- 5. <u>Land Use Analysis</u>: Consultants may perform evaluations related to the analysis of various land use types and associated nutrient and pollutant loadings. These evaluations and analyses may be based upon field monitoring or desktop studies.
- 6. Expert Testimony: At the request of SCLMP, consultants will provide expert testimony related to any of the potential activities outlined in this Scope of Work.
- Sampling: At the request of SCLMP, consultants will perform sampling services related to collection and analysis of surface water samples, stormwater samples, baseflow samples, groundwater seepage, sediment samples, soils, shallow groundwater, benthic macroinvertebrates, zooplankton, algae, aquatic macrophytes, bacteria, bulk precipitation, and other sampling activities as directed by SCLMP. These sampling activities may include installation and monitoring of field equipment and subsequent laboratory analyses for selected parameters.
- 8. Limnology/Limnological Investigations: As directed by SCLMP, consultants will perform limnological investigations to address specific issues related to aquatic ecosystems or for purposes of routine data collection. These investigations may include collection and analysis of water samples, sediments, soils, shallow groundwater, groundwater seepage, benthic macroinvertebrates, algae, bacteria, zooplankton, or other parameters as directed by SCLMP. Work efforts performed will include field collection activities, set-up and maintenance of appropriate monitoring equipment, collection of in-situ data using submersible water quality monitors, Secchi disk measurements, measurement of photosynthetic active radiation (PAR), flow monitoring, development of water quality or predictive models, and any other measurements necessary to accomplish the goals of the study.
- 9. <u>Wetland Restoration</u>: Consultants will perform evaluations related to wetland restoration with respect to water quality improvements. These services may include evaluation and establishment of hydroperiods for wetlands, collection and analysis of field samples, evaluation of wetland hydrology, and nutrient dynamics within wetlands.
- 10. **Designs of BMPs**: Consultants may provide services related to the conceptual and final design for BMPs to achieve specified water quality goals. The BMPs will be selected based upon site conditions, nutrients/pollutants of concern, and anticipated performance efficiency. Design phase services may also include bidding assistance and construction observation and management.
- 11. Mapping Services: As directed by SCLMP, consultants may perform mapping services related to establishment of vegetative communities within lakes, bathymetric maps, sediment or muck depth bathymetry, mapping and delineation of watersheds and subbasins, identification and mapping of land use within watersheds, mapping of soil types, wetland areas, and other mapping services as directed by SCLMP.
- 12. <u>Develop Water Quality Models</u>: Consultants may develop lake water quality or predictive models to evaluate lake response to nutrient/pollutant inputs or evaluate water quality

- response to proposed BMPs.
- 13. **GIS Services:** As directed by SCLMP, consultants may provide GIS services related to lake and watershed management projects. These services may include mapping and delineation of watersheds, delineation of municipal jurisdictions and associated cost-share contribution, characterization of soils, land use, vegetation types, topography, and other GIS services as directed by SCLMP.
- 14. **Development of Management Plans**: Consultants may develop lake and watershed management plans to achieve specific water quality goals. These management plans may address the existing nutrient/pollutant sources impacting water quality and provide recommendations for activities for both structural and non-structural activities to improve water quality characteristics.
- 15. Nutrient Abatement Services: Consultants may provide nutrient abatement services as requested by SCLMP which may include evaluation of sediment recycling, evaluation of groundwater seepage, determination of chemical requirements for sediment inactivation, application of liquid alum or other coagulants to achieve nutrient inactivation or abatement, and other services as directed by SCLMP.
- 16. **Data Analysis**: Consultants may perform data analysis on data sets generated by consultant or provided by SCLMP. These services will include establishment of an appropriate database, statistical evaluations of the data, trend analyses, analysis of variance, simple descriptive statistics, nonparametric statistics, generation of both tabular and graphical data formats, and generation of conclusions regarding the data.
- 17. **Report Preparation**: Consultants may provide both draft and final reports related to any activities performed during the Scope of Services.
- Public Presentations: As directed by SCLMP, consultants may provide public presentations of the results of work efforts assigned by SCLMP. These public presentations may be to homeowners groups, stakeholders, governmental agencies, the Seminole County Board of County Commissioners, or other forum designated by SCLMP.
- 19. <u>Conduct Investigations for NPDES and TMDL Requirements</u>: As directed by SCLMP, consultants may conduct field investigations, identify stormsewer and watershed delineations, perform data review, conduct pollutant loading calculations, develop water quality models, and other services necessary to support NPDES and TMDL requirements.
- 20. Lake Restoration Activities: As directed by SCLMP, consultants may conduct restoration activities including but not limited to dredging, aquatic plant harvesting etc. within a designated waterbody. These restoration activities may be conducted using a SCLM approved sub-contractor, with the consultant providing oversight.
- 21. Project Management Services: Consultant shall coordinate and schedule all activities on the behalf of SCLMP to provide various project management activities related to in-lake restorations. Project management includes but is not limited to obtaining necessary support documents and permits (dredge, herbicide, grass carp, ERPs, etc.) on the behalf

of the SCLMP, scheduling public meeting(s) to disseminate the SCLMP's recommendations to the lakefront residents, coordination/scheduling with SCLMP vendors on all contracted lake restoration activities (mechanical, herbicidal, etc.), schedule and perform site inspection/supervision of contracted work. Close coordination shall include but not limit to the following: Seminole County MSBU Program, Seminole County Subdivision Rehabilitation Program, lake resident associations, and Florida Department of Environmental Protection Bureau of Aquatic Plant Management. Consultant may provide any additional services requested by the SCLMP that are related to the SCLMP and/or Water Quality Program.

Board of County Commissioners SEMINOLE COUNTY, FLORIDA

WORK ORDER

Work Order Number:

Master Agreement No.: Contract Title: Project Title:	Dated:
Consultant: Address:	
ATTACHMENTS TO THIS WORK ORDER: [] drawings/plans/specifications [] scope of services [] special conditions []	METHOD OF COMPENSATION: [] fixed fee basis [] time basis-not-to-exceed [] time basis-limitation of funds
TIME FOR COMPLETION: The services to be provide this Agreement by the parties and shall be completed this agreement. Failure to meet the completion date	d by the CONSULTANT shall commence upon execution of dividing within "X" (days, months, years) of the effective date of may be grounds for Termination for Default.
Work Order Amount:	DOLLARS (\$)
IN WITNESS WHEREOF, the parties hereto have made in the purposes stated have made in the purpose stated have made in	de and executed this Work Order on this day of erein.
ATTEST:	
, Secretary	By:, President
(CORPORATE SEAL)	Date:
**************************************	BOARD OF COUNTY COMMISSIONERS
WITNESSES:	SEMINOLE COUNTY, FLORIDA
	By: Robert L. Hunter, Procurement Supervisor
(Procurement Analyst)	
(Procurement Analyst)	Date: As authorized by Section 8.153 Seminole County Administrative Code.
OC #	ON #

Work Order - Contracts, Rev 4/6/07

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WORK ORDER TERMS AND CONDITIONS

- a) Execution of this Work Order by the COUNTY shall serve as authorization for the CONSULTANT to provide, for the stated project, professional services as set out in the Scope of Services attached as Exhibit "A" to the Master Agreement cited on the face of this Work Order and as further delineated in the attachments listed on this Work Order.
- b) Term: This work order shall take effect on the date of its execution by the County and expires upon final delivery, inspection, acceptance and payment unless terminated earlier in accordance with the Termination provisions herein.
- c) The CONSULTANT shall provide said services pursuant to this Work Order, its Attachments, and the cited Master Agreement (as amended, if applicable) which is incorporated herein by reference as if it had been set out in its entirety.
- d) Whenever the Work Order conflicts with the cited Master Agreement, the Master Agreement shall prevail.
- e) METHOD OF COMPENSATION If the compensation is based on a:
 - (i) FIXED FEE BASIS, then the Work Order Amount becomes the Fixed Fee Amount and the CONSULTANT shall perform all work required by this Work Order for the Fixed Fee Amount. The Fixed Fee is an all-inclusive Firm Fixed Price binding the CONSULTANT to complete the work for the Fixed Fee Amount regardless of the costs of performance. In no event shall the CONSULTANT be paid more than the Fixed Fee Amount.
 - (ii) TIME BASIS WITH A NOT-TO-EXCEED AMOUNT, then the Work Order Amount becomes the Not-to-Exceed Amount and the CONSULTANT shall perform all the work required by this Work Order for a sum not exceeding the Not-to-Exceed Amount. In no event is the CONSULTANT authorized to incur expenses exceeding the not-to-exceed amount without the express written consent of the COUNTY. Such consent will normally be in the form of an amendment to this Work Order. The CONSULTANT's compensation shall be based on the actual work required by this Work Order and the Labor Hour Rates established in the Master Agreement.
 - (iii) TIME BASIS WITH A LIMITATION OF FUNDS AMOUNT, then the Work Order Amount becomes the Limitation of Funds amount and the CONSULTANT is not authorized to exceed the Limitation of Funds amount without prior written approval of the COUNTY. Such approval, if given by the COUNTY, shall indicate a new Limitation of Funds amount. The CONSULTANT shall advise the COUNTY whenever the CONSULTANT has incurred expenses on this Work Order that equals or exceeds eighty percent (80%) of the Limitation of Funds amount. The CONSULTANT's compensation shall be based on the actual work required by this Work Order and the Labor Hour Rates established in the Master Agreement.
- f) Payment to the CONSULTANT shall be made by the COUNTY in strict accordance with the payment terms of the referenced Master Agreement.
- g) It is expressly understood by the CONSULTANT that this Work Order, until executed by the COUNTY, does not authorize the performance of any services by the CONSULTANT and that the COUNTY, prior to its execution of the Work Order, reserves the right to authorize a party other than the CONSULTANT to perform the services called for under this Work Order; if it is determined that to do so is in the best interest of the COUNTY.
- h) The CONSULTANT shall sign the Work Order first and the COUNTY second. This Work Order becomes effective and binding upon execution by the COUNTY and not until then. A copy of this Work Order will be forwarded to the CONSULTANT upon execution by the COUNTY.



EXHIBIT C ENVIRONMENTAL RESEARCH & DESIGN, INC.

ENGINEERING SCIENCE CHEMISTRY RESEARCH
3419 TRENTWOOD BLVD. SUITE 102 ORLANDO, FL 32812
TELEPHONE: 407-855-9465 FAX: 407-826-0419

ERD Hourly Rate Fee Schedule (Year 1)

Labor Category	Raw Rate (\$/hr)	Overhead (%)	Overhead (\$)	Loaded Rate (\$)	Profit (%)	Profit (\$)	Billing Rate (\$/hr)
Project Director	51.15	60	81.84	132.99	11	14.63	147.62
Project Manager	46.73	60	74.77	121.50	11	13.36	134.86
Senior Project Engineer	31.97	60	51.15	83.12	11	9.14	92.26
Draftsman/Designer	20.47	60	32.75	53.22	11	5.85	59.08
Lab Director	25.10	60	40.17	65.27	11	7.18	72.45
Assistant Lab Director	18.75	60	30.00	48.75	11	5.36	54.12
Limnologist	19.95	60	31.92	51.87	11	5.71	57.57
Field Technician	17.39	60	27.83	45.22	11	4.97	50.19
Field Supervisor	18.67	60	29.87	48.54	11	5.34	53.88
Chemist	18.39	60	29.43	47.82	11	5.26	53.08
Lab Technician	15.35	60	24.55	39.90	11	4.39	44.29
Clerical	15.86	60	25.37	41.23	11	4.53	45.76